

**DOWNTOWN DEVELOPMENT AUTHORITY MEETING**  
**200 Burnt Mountain Road**  
**Jasper, Georgia 30143**  
**MINUTES**  
**Monday, January 27, 2025 @ 5:30 PM**

Members Present:

Amy Leake-Chair  
Parish Lowrie  
Marty Callahan – via cell phone  
Jack Dunn  
Dr. Folsom Proctor, III

Members Absent

Guests in Attendance:

Mayor Kirk Raffield  
Brandon Douglas  
Kim Goldener  
Lindsey Williams  
Lorrie Waters  
Josh Davis  
Brian Rittenberry  
Pam Watkins  
Daniel Briordy  
Brandon Hannah

Press

Mari Livsey-Know Pickens  
Dan Pool -Pickens Progress

**Agenda item:** Call meeting to order and Approval of Agenda      **Presenter:** Mrs. Leake

Mrs. Leake, seeing a quorum called the meeting to order at 5:30pm. Mr. Jack Dunn led the Pledge of Allegiance.

**Discussion:**

Mrs. Leake called for a motion to adopt the agenda. Mr. Brandon Douglas requested that the agenda be amended to include changes to the signatories as part of the Election of Officers. Mrs. Leake called for a motion to adopt the amended agenda to include changes to the signatories as a part of the Election of Officers.

**Conclusion:**

Mr. Jack Dunn made a motion to approve the amended agenda. Dr. Folsom Proctor provided a second. Motion to approve carried 4 to 0.

**Swearing In – New Members**

**Presenter: Mayor Raffield**

Mayor Raffield administered the oath to Mr. Brian Rittenberry and Ms. Pam Watkins. Mrs. Amy Leake read the mission and obligations of the Downtown Development Authority Board.

**Adoption of Minutes:**

- **October 28, 2024, Meeting Minutes** – tabled and moved to next meeting due typographical error.

**Conclusion:**

Mr. Parish Lowrie made a motion to table the minutes and move them to the next meeting. Mr. Jack Dunn provided a second. Motion to approve carried 4 to 0.

---

**Agenda item:** Item #1 - Election of Officers and Change to Signatories **Presenter:** Mrs. Leake

- Chair
- Vice-Chair
- Secretary
- Treasurer

---

**Conclusion:**

Mr. Parish Lowrie nominated Mrs. Amy Leake as Chairperson for the 2025. Mr. Jack Dunn provided a second. Motion to approve carried unanimously.

Dr. Folsom Proctor nominated Parish Lowrie as Vice-Chairperson for 2025. Mr. Jack Dunn provided a second. Motion to approve carried unanimously.

Mr. Parish Lowrie nominated Mr. Marty Callahan as Secretary/Treasurer. Mr. Jack Dunn provided a second. Motion to approve carried unanimously.

Mrs. Amy Leake stated that some of these positions require them to be a signatory. We will be officially removing J. Cornelius from the signature cards and adding Mr. Marty Callahan.

---

**Agenda item:** Item #2 – Cancellation of IGA – USDA Bonds **Presenter:** City Manager's Office

**Discussion:** Mrs. Goldener provided an explanation of what the IGA document was about and that legal has provided a Cancellation of the IGA document due to the loan has been closed.

**Conclusions:**

Mrs. Amy Leake called for a motion to execute the Cancellation of the Intergovernmental Contract and License Agreement between the City and the Downtown Development Authority for the interim financing of USDA loan. Mr. Parish Lowrie made a motion to approve executing the cancellation documents. Mr. Jack Dunn provided a second. Motion to approve carried unanimously.

---

**Agenda item:** Item #3 – Bond Modifications – Lot Split – Liberty Lane **Presenter:** City Manager's Office

**Discussion:** Mr. Brandon Douglas explained that this is a procedural process in our attempt to proceed with splitting the parcel that holds the elevated water tank and the cabin.

**Conclusion:**

Mrs. Amy Leake called for a motion to move forward with the bond modification and the lot split on Liberty Lane. Mr. Parish Lowrie made the motion to move forward with the bond modification and the lot split on Liberty Lane. Mr. Jack Dunn provided the second. Motion to approve carried unanimously.

---

**Agenda item:** Item #4 – Staff Update – 2025 Happenings (events, etc.) **Presenter:** City Manager's Office

**Discussion:** Mr. Brandon Douglas wanted to provide information and orientation of sorts by providing some documentation on the budget and the by-laws for the DDA. He explained how the revenues and hotel/motel tax transfers are provided for the DDA Budget. Budgets are a process that may need to be amended as necessary. By-laws have been provided for your information.

Events: Mr. Douglas discussed events and how the city would like to provide support and not overextend everyone's time. What we would like to propose for consideration is the possibility of having three (3) Downtown Live Events instead of four (4) events as an effort to keep all the events fresh. The city has approximately twenty (20) signature events. For example, we have five (5) parades, Artwalk Events, Long Table, Downtown Lives, JeepFest, Marble Festival, Halloween, ZombieFest, Antique Engines Event, Car Shows, Cornhole Events at Stegall, Snowman Stroll, etc. so it looks like we will probably be having something going on almost every weekend starting in March through December.

Main Street America Update: Dr. Proctor provided some background on the process of obtaining the certification and the required education needed. He also provided an explanation of what the Department of Community Affairs does and is responsible for. Mr. Douglas explained that the city is listed as a Main Street America Affiliate and will be for at least one year. The City has to continue to show that they are doing the various things that is required of a Main Street City. We want to continue to carry out the mission and vision of the City as a Main Street City. We are currently posting for the position of a Community Engagement Manager which will assist with this program.

---

**Agenda item:** Item #5 – Downtown Live Update

**Presenter:** Mr. Marty Callahan

---

**Discussion:** This is our fourth year of hosting Downtown Live Events. Potential Dates for Downtown Live are May 10<sup>th</sup>, June 14<sup>th</sup>, July 12<sup>th</sup>, and August 9<sup>th</sup>. We currently have a band booked for May 10<sup>th</sup>. Mr. Douglas stated that the budget that is approved is not necessarily attached to a number of events. Mr. Callahan would like to have a meeting with the city to discuss all the Downtown Live Events.

Mrs. Leake asked if there were any additional questions or concerns from the board. Mr. Jack Dunn discussed the downtown lights and how this is being worked on and that there may be a possibility that we will need to contact Universal Concepts. Mr. Brian Rittenberry stated that those lights were not a permanent item but one that would need to be maintained.

Ms. Pam Watkins stated that events that are held in Lee Newton Park are not considered a downtown event and do not support the downtown businesses.

Mrs. Leake called for a motion to adjourn the public meeting at 6:26pm. Mr. Parish Lowrie made a motion to approve. Mr. Jack Dunn provided a second. Motion to adjourn carried unanimously.

---

**Agenda item:** Executive Session – Real Estate

**Presenter:** Mrs. Leake

---

**Conclusions:**

Mrs. Leake called for a motion to adjourn the Executive Session at 6:58pm. Ms. Pam Watkins made a motion to adjourn the Executive Session. Mr. Brian Rittenberry provided a second. Motion to adjourn the Executive Session carried unanimously.

Mrs. Leake called for a motion to adjourn the meeting at 6:59pm. Mr. Jack Dunn made a motion to adjourn. Mr. Parish Lowrie provided a second. Motion to adjourn carried unanimously.

  
\_\_\_\_\_  
Amy Leake, Chairwoman



  
\_\_\_\_\_  
Marty Callahan, Secretary

**EXECUTIVE SESSION AFFIDAVIT**

Comes now, before the undersigned officer duly authorized to administer oaths, the Downtown Development Authority of the City of Jasper Executive Director, and Board of Directors, who after duly sworn, state under oath as follows:

1.

I am either the Executive Director or a Board Member, and I am over eighteen years of age, and am an appointed officer of the Board of Directors of the Downtown Development Authority of the City of Jasper, Georgia. My position on the DDA is either Executive Director or Board Member, and in this position, I attended an executive session of the Downtown Development Authority that was held on the 27th day of January, 2025.

2.

At a public meeting of the Downtown Development Authority of the City of Jasper on the same date, the Board of Directors, by a majority vote of a quorum of the Board of Directors present for the meeting, voted to close the public meeting and go into an executive session.

3.

The subject matter of the executive session as to which the quorum of the Downtown Development Authority devoted its attention to, under my understanding, fell within the exceptions to the Open Meetings Act as provided by law and included one or more of the hereinafter referenced exceptions which have been specifically identified by checking the box by the exceptions considered within the executive session:

Attorney-client consultations pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the DDA or any officer or employee or in which the DDA or any officer or employee

may be directly involved pursuant to O.C.G.A. § 50-14-2(1).

Confidential tax matters pursuant to state law pursuant to O.C.G.A. § 50-14-2(2).

Meetings with staff for investigative purposes under duties or responsibilities imposed by law pursuant to O.C.G.A. § 50-14-3(a)(1).

A discussion regarding the purchase, sale or lease of real estate pursuant to O.C.G.A. § 50-14-3(b)(1)(B).

A discussion or deliberation upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee pursuant to O.C.G.A. § 50-14-3(b)(2).

A discussion or deliberation upon cybersecurity plans, procedures and contracts regarding the provision of cybersecurity services pursuant to O.C.G.A. § 50-14-3(b)(5).

4.

This affidavit shall only certify to the subject matter of the executive session considered by a quorum of the Board of Directors and there is no certification as to matters as to which would merely constitute incidental conversation between two members of the DDA Board not involving the quorum of the Board. Further, this affidavit, and nothing contained therein, shall not constitute a waiver of any right or privilege afforded to us as a citizen of the State of Georgia and of the United States of America pursuant to the Georgia Constitution, the United States Constitution, federal law, and Georgia law.

Further affiant sayeth not.

DOWNTOWN DEVELOPMENT AUTHORITY

*Amy Leake*

Amy Leake, Chair

*Parish Lowrie*

Parish Lowrie, Vice-Chair

*Marty Callahan*

Marty Callahan, Secretary/Treasurer

*John Proctor III*

Dr. Folsom Proctor III, Board Member

*Jack Dunn*

Jack Dunn, Board Member

*Pam Watkins*

Pam Watkins, Board Member

*Brian Rittenberry*

Brian Rittenberry, Board Member

Sworn to and subscribed  
before me this 27<sup>th</sup> day  
of January, 2025

*Lorrie Waters*

Notary Public

My Commission Expires:  
[ Affix Notary Seal ]





**EXECUTIVE SESSION AFFIDAVIT**

Comes now, before the undersigned officer duly authorized to administer oaths, the Downtown Development Authority of the City of Jasper Executive Director, and Board of Directors, who after duly sworn, state under oath as follows:

1.

I am either the Executive Director or a Board Member, and I am over eighteen years of age, and am an appointed officer of the Board of Directors of the Downtown Development Authority of the City of Jasper, Georgia. My position on the DDA is either Executive Director or Board Member, and in this position, I attended an executive session of the Downtown Development Authority that was held on the 27th day of January, 2025.

2.

At a public meeting of the Downtown Development Authority of the City of Jasper on the same date, the Board of Directors, by a majority vote of a quorum of the Board of Directors present for the meeting, voted to close the public meeting and go into an executive session.

3.

The subject matter of the executive session as to which the quorum of the Downtown Development Authority devoted its attention to, under my understanding, fell within the exceptions to the Open Meetings Act as provided by law and included one or more of the hereinafter referenced exceptions which have been specifically identified by checking the box by the exceptions considered within the executive session:

Attorney-client consultations pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the DDA or any officer or employee or in which the DDA or any officer or employee

may be directly involved pursuant to O.C.G.A. § 50-14-2(1).

Confidential tax matters pursuant to state law pursuant to O.C.G.A. § 50-14-2(2).

Meetings with staff for investigative purposes under duties or responsibilities imposed by law pursuant to O.C.G.A. § 50-14-3(a)(1).

A discussion regarding the purchase, sale or lease of real estate pursuant to O.C.G.A. § 50-14-3(b)(1)(B).

A discussion or deliberation upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee pursuant to O.C.G.A. § 50-14-3(b)(2).

A discussion or deliberation upon cybersecurity plans, procedures and contracts regarding the provision of cybersecurity services pursuant to O.C.G.A. § 50-14-3(b)(5).

4.

This affidavit shall only certify to the subject matter of the executive session considered by a quorum of the Board of Directors and there is no certification as to matters as to which would merely constitute incidental conversation between two members of the DDA Board not involving the quorum of the Board. Further, this affidavit, and nothing contained therein, shall not constitute a waiver of any right or privilege afforded to us as a citizen of the State of Georgia and of the United States of America pursuant to the Georgia Constitution, the United States Constitution, federal law, and Georgia law.

Further affiant sayeth not.

DOWNTOWN DEVELOPMENT AUTHORITY

*Amy Leake*

Amy Leake, Chair

*Parish Lowrie*

Parish Lowrie, Vice-Chair

*Marty Callahan*

Marty Callahan, Secretary/Treasurer

*John Proctor III*

Dr. Folsom Proctor III, Board Member

*Jack Dunn*

Jack Dunn, Board Member

*Pam Watkins*

Pam Watkins, Board Member

*Brian Rittenberry*

Brian Rittenberry, Board Member

Sworn to and subscribed  
before me this 27<sup>th</sup> day  
of January, 2025

*Lorrie Waters*

Notary Public

My Commission Expires:  
[ Affix Notary Seal ]



